

**REGULAR MEETING MINUTES
FOR THE BOARD OF TRUSTEES
OF THE TOWN OF BUENA VISTA, COLORADO
March 22, 2016**

WORK SESSION Regarding Development Standards Walking Tour at 6:00 PM

Present for work session: Mayor Joel Benson, Trustees Duff Lacy, Keith Baker, Phillip Puckett, and David Volpe, Planning & Zoning Commission members Trey Shelton, Mark Jenkins, Estes Banks, Preston Larimer, Scott Johnson and Tim Bliss and Town Administrator Brandy Reitter, Principal Planner Mark Doering, Public Works Director Greg Maggard, Town Clerk Janell Sciacca and Town Planner I Scott Reynolds.

The Board of Trustees, Planning & Zoning Commission Members and Staff met at the South Railroad St. Parking Lot on East Main Street at 6PM. The group conducted a walking tour of the historic downtown and surrounding residential neighborhoods looking at and discussing design and development standards for both commercial and residential. Principal Planner Doering led the tour pointing out key elements, styles and goals. Doering stated that the Downtown should blend into the residential like other successful communities. In the residential portions of Town, the group looked at and discussed public improvements, sidewalk requirements, cash-in-lieu for parking, fencing standards, preferred residential design elements and accessory dwelling units. Doering will use the feedback received in the formation of the Uniform Development Code and other planning and development related documents.

The Work Session ended at 6:50 PM.

CALL TO ORDER :00

A Regular meeting of the Board of Trustees was called to order at 7:00 PM on Tuesday, March 22, 2016, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado by Mayor Joel Benson. Present were Mayor Joel Benson, Trustees Keith Baker, Duff Lacy, Phillip Puckett, and David Volpe, and Town Administrator Brandy Reitter, Town Attorney Jeff Parker, Principal Planner Mark Doering, Deputy Treasurer Jana Schumann, Public Works Director Greg Maggard, Airport Director Jill Van Deel, Assistant to the Town Administrator Emily Katsimpalis and Town Clerk Janell Sciacca.

ROLL CALL :10

Town Clerk Sciacca proceeded with the roll call and declared a quorum.

PLEDGE OF ALLEGIANCE :26

Mayor Benson led in the Pledge of Allegiance

PROCLAMATION :47

Benson read and signed the Proclamation declaring April 29, 2016 Arbor Day in Buena Vista.

AGENDA ADOPTION 2:35

Motion #1 by Trustee Puckett, seconded by Trustee Lacy, to adopt the agenda as presented. **Motion carried 4-0.**

CONSENT AGENDA 2:52

Motion #2 by Trustee Baker, seconded by Trustee Lacy, to approve the Consent Agenda as presented. **Motion carried 4-0.**

POLICY DISCUSSION – Development Standards 3:23

Benson introduced reminding these discussions are of ethereal policy items needing to be addressed by the Board. He stated that the Board and Planning & Zoning Commission Members and Town Staff conducted a walking tour of town prior to the meeting. Doering thanked the Board and Commission members for participating in the walking tour. He said it is important to see the end result of different requirements. The Uniform Development Code rewrite requires input on what particular standards and regulations the Board wants Staff to enforce. Staff wants input throughout the UDC rewrite on critical

elements for the future. Benson felt Trustees needed to provide input on what isn't working also. Lacy's felt Main Street appearance design standards were important and they shouldn't be wide-open. Doering replied that there are some use restrictions in place. Benson asked if a cash-in-lieu of parking proposal was coming to Board soon. Doering replied the Planning & Zoning Commission would like a Work Session to discuss parking requirements in the Downtown. Baker felt having historical standards in place was important to protect the flavor. Doering stated that reasonable and rational design standards are enforceable and can be required. Attorney Parker added that if done right, they are defensible. Puckett felt design was a big part of the Downtown and needed to be preserved to continue in the direction of a lively Downtown. Benson asked if there were some examples from other communities that would apply in BV. Doering said there were plenty of examples and Durango is a good one for combining both historic and brand new architecture. Baker felt that local designer Steve Jacobsen has really good designs that are a desirable hybrid of old western, mining town, etc. Lacy felt that residential design was not as critical as the Downtown. Puckett likes the variations. Baker added that he believed Woodland Park had design standards for Highway 24 and maybe that was a place to look for those regulations. Puckett felt narrowing down the access points would help reduce a chaotic feel along the highway. Lacy felt there would be dramatic changes with the Highway 24 construction. Baker also likes the Route 66, A1A type old motoring era of America look. Doering stated that some design elements lacking along the highway are trees, landscaping and signage. Baker felt personality in signage should be allowed. Following some additional discussion regarding signs, Doering stated that the consultants are drafting design standards and he hopes to see those tomorrow. Sign regulations will be coming as well, which Doering explained has resulted in the delay in the UDC re-write.

PUBLIC COMMENT

There were no citizens signed up for Public Comment.

BUSINESS ITEMS

Should the Board approve adoption of Resolution #27 entitled **"A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF BUENA VISTA, COLORADO APPOINTING A NEW TOWN TREASURER."**?

Benson introduced Michelle Stoke as the new Town Treasurer. Stoke thanked the Board for the opportunity and stated she is very excited.

Motion #3 by Trustee Puckett, seconded by Trustee Baker, to approve adoption of Resolution #27 as presented. **Motion carried 4-0.**

PUBLIC HEARING – Outdoor Dining Encroachment Permit. 26:55

Doering presented reviewing a PowerPoint detailing the specifics of the project and an associated analysis. The request will allow outdoor dining in the public right-of-way in the street in front of the Lariat Bar and Grill on East Main. The patio will encompass three parking spaces and the will rest on top of the asphalt. This is currently allowed in Salida and Staff will be looking to develop a similar policy. Doering reminded the Board that the Town Code allows for the Town Administrator to approve Encroachment Permits administratively, but Staff felt this unique situation should be brought to the Board to determine how these are handled in the future. He added that Staff does recommend approval. He also noted that Staff spoke to the Planning and Zoning Commission regarding these uses and the commission members recommended a Work Session with the Board to discuss downtown parking and patio encroachments. Parker stated that a Resolution and Agreement on this matter were not in the packet and he recommended the Public Hearing be opened for anyone present wanting to address the matter, but that a decision be continued to the next meeting and he does not recommend the Town grant any permanent encroachment agreement.

Benson opened the Public Hearing.

Mark Jenkins, 314 S. San Juan, commented as a private citizen and not a Planning and Zoning Commissioner member. He was concerned about safety and closeness of traffic to the structure and believes the Town needs to figure out where to go before approving these. He also wanted to know how snow removal might be affected.

Kenneth Pearce, 147 Brady Road, stated that there is considerable traffic in that area and wanted to how that will be addressed.

There being no further comments, the Public Hearing was closed.

Applicants Court & Robbie Johnson stated that when they started the renovation project they did visit Salida to look at options and in the end decided some of the things they saw just were not BV. They found an old drawing of their building and decided that is what they wanted. They think this will be good for their business and help to provide a sense of entry to Main Street that just isn't there right now. The Patio will not encroach onto the sidewalk and with the 14 foot parking space people will be able to remain on the sidewalks with only the servers going back and forth. The Johnsons felt the patio would further help calm traffic and there would be no issues due to speed limit enforcement and the fact that most people in the Town already drive slow. The patio will also have reflective tape on the corners and possibly some rope lights to ensure visibility at night.

Puckett asked if use would be year round. The applicants replied they do anticipate year round. Benson asked Maggard to address snow removal and drainage. Maggard stated drainage runs under the stage and he and his Staff feel they would be able to maneuver around it. He added that damage is addressed in the agreement. Baker inquired about leveling and any attachment to the pavement. Johnson replied there are no point loads and weight is disbursed throughout. Baker added that he thought the City of Salida did a feasibility study to determine how many of these should be allowed in their Town. Doering stated Salida has developed a policy and Currents Restaurant was their test. Lacy questioned how parking would be affected being that there is already a problem. He also agreed with Jenkins and felt the Town should plan for these. He did not like losing parking and was concerned about safety of the patrons due to proximity of vehicle traffic. Lacy added that there are 5 new apartments going in upstairs and they already don't have parking. Volpe personally thought the Board should try this one for a year, but felt the function of Main Street should be decided and discussed as a whole. Puckett loves it and would like to go in this direction, but also stated it does impact configuration and requires more discussion and policy to keep from scrambling. He wants to see more strategic discussion about Main Street first and then move forward. Baker felt the Town should go ahead and approve the application with the revocable permit as a reasonable approach. He felt the adjacent parking on Railroad Street and behind Town Hall helped to mitigate the loss of the parking spaces, especially on weekends. He also agreed with Puckett and Volpe that the Board needs to discuss what they want Main Street to be. Benson felt the matter should be discussed as soon as possible along with cash-in-lieu for parking. He did like the proximity to the traffic light and felt traffic will be able to see the activity. He also liked that there wasn't as diverse store fronts in the area as like downtown and he likes that it is an eatery. He was not personally keen on granting encroachment permits to other businesses at this time. Volpe inquired about qualification for revoking the permit. Parker replied it is at the Town's discretion.

Motion #4 by Trustee Lacy to continue the decision on the application to April 12, 2016. After discussion and advice of the Parker that the Town not have a policy discussion and then develop criteria all at one time, the motion died for lack of a second. Puckett inquired if this application could be approved and then a moratorium put in place. Parker replied yes, and recommended that a Resolution for the moratorium be considered at the Board's next meeting.

Motion #5 by Trustee Baker, seconded by Trustee Puckett, to approve the application for the Encroachment Permit as presented subject to the Board's approval of a resolution at the April 12, 2016 meeting outlining the conditions of the permit. **Motion carried 3 to 1.** Trustee Lacy voted No.

Motion #6 by Trustee Puckett, seconded by Trustee Lacy, to impose a moratorium on encroachment permits into public property for retail on East Main. **Motion carried 4 to 0.**

Logo, Branding & Wayfinding Presentation. 01:18:25

Reitter briefly reviewed the process to date noting the final presentation was in December by Norris Design. After a Trustee breakfast meeting in January, the Board decided to allow the Wayfinding

Committee to put together an updated logo and the Board gave them to the end of March to bring back a presentation. Reitter introduced Ashley Ahlene who worked on the new proposal and advised the Board that she had placed material at their desktops to give them all the information needed if they decide to make a decision this evening. Ahlene, a designer, presented and defined what a brand is – it is not the expressions such as logo, tagline product, service, or website. It is the promise of a distinct and memorable experience, creating an expectation and consistent delivery of how the logo, business cards, website, etc. look, feel and function. Brand, identity and logo work together. Brand is a story telling aspect, while the identity supports the brand and the logo is a mark playing into the system. Ahlene advised the Board that the elements that make a logo strong and good are simple, distinct, memorable and functional. She reviewed the design research by Norris which resulted in four main areas of focus – outdoor recreation, mountains and rivers, community and heritage. Ahlene stated that current logo does not embody those areas that were found to be important nor does it meet the mark or qualities of a good logo. She then presented the new logo and main mark being a circular shape similar to a seal with mountains and rivers as well as the year the Town was established and the tagline. Ahlene reviewed the remainder of the presentation and different iterations of the logo, taglines and integration with different uses.

Benson thanked Ahlene and the committee for pulling the presentation together and taking the December 8 presentation a bit further. Benson liked the font in particular noting it stands out. Baker liked it a lot. He liked the colors, Colorado flag reference, adaptability for uses across Town and pervasiveness. Puckett echoed Baker's comments and loved the fonts with the BV standing out. He felt it had a historic feel, was simple and he liked date and adaptiveness. Puckett stated that Norris did an outstanding job of research and nailed the tagline, but he felt this logo really got the tagline and key elements across. Lacy felt the font was trick and reiterated Ahlene's comments that the Town doesn't need a logo, it needs a brand. The BV grabs him – it is like a brand and it's simple. The logo is similar to the Central Colorado Regional Airport logo with mountains and a river. He did feel there was too much color and that was overwhelming. Lacy said whatever is chosen needs to be sold. Volpe said let's roll. Reitter thanked Ahlene for putting the presentation together. She noted that everything that is painted red fades and turns orange in two years and she was worried about the maintenance expense for the Town. Reitter stated that Norris collected a lot of comments related to the metal and stone signs and why the designs were different she liked the Wayfinding Committee's system. Reitter felt the Trustees had a great deal of information to work with and it would be nice to move forward on a plan. Benson agreed with Reitter's comments and asked if there is an alternative color for the red. Ahlene said red is a harsh color but there are things that can be done to the quality of the UV coating and working closely with specific manufacturing materials. Benson said this was a great job and collaborative effort, he likes the different applications and he was content with it. Reitter reminded that Norris was not tasked to do a style guide. Their focus was the low-hanging fruit and a local company was to be brought in for all of that. Would like to work with Chamber and Visitor Bureau to makes things consistent and that all were promoting the same brand for BV. The Board generally agreed that they wanted to move forward on this with the Wayfinding plan as a basis and the implementation plan by Norris. Reitter asked about use of the red. Benson said there were be some instances that it will be fine but other instances it may not. Ahlene advised the Board that the style guide addresses use of color, logos, taglines, etc. Benson said these are things Staff can work with Norris on.

Motion #7 by Trustee Volpe, seconded by Trustee Baker, to accept the March 22 presentation by the Wayfinding Committee including the logo and direct Staff to work with Norris to incorporate these ideas into the Town's signage and begin the process of pulling together a style guide, implementation and marketing strategy. **Motion carried 4 to 0.**

The Board took a 5 minute break at 8:58 PM and reconvened at 9:02 PM.

Should the Board approve adoption of Resolution #28 entitled **“A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF BUENA VISTA, COLORADO, APPROVING SIX MEMORANDUMS OF AGREEMENT WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE HIGHWAY 24 PROJECT AND AUTHORIZING A REFUND OF COMPENSATION RECEIVED.”?**
2:03:00

Doering presented reviewing his Staff Report. Parker clarified that new agreements were received from CDOT earlier in the day, but this office did not have sufficient time to verify the language. He believes the language will need to be revised because Colorado Revised Statutes do not allow the Town to convey away park property without a vote of the people. The bottom line is that the Town would be giving CDOT a right to use the property with no conveyance of ownership interest. If CDOT pursues a condemnation process then the Town doesn't have to conduct an election.

Motion #8 by Trustee Baker, seconded by Trustee Lacy, to approve Resolution #28 as presented subject to the Town Attorneys approval of all documents. **Motion carried 4-0.** Baker, aye; Lacy, aye; Puckett, aye; and Volpe; aye.

Advisory Boards & Commissions Manual. 02:19:47

Katsimpalis reminded the Board that she presented a Draft manual several meetings ago. The packet version shows the recommended and requested changes. She gave a brief overview of the comments and changes noting that some changes would result in updates being needed to the Town Code. Katsimpalis asked the Board to send any additional comments to her by April 1 and if there were none, the ones received and requested to date would be incorporated.

IGA Discussion. 02:26:50

Katsimpalis informed the Board that she only received a few comments and asked the Mayor and Trustees to let her know if they have any other items to add. She stated that Staff would be working with the Town Attorney to form a document to bring it back to the Board. Parker stated his opinion that the Town talk with the County about the agreement before approving it at a meeting in order to make sure the Town and County were on the same page and general terms.

Letter of Support for National Healthcare Scholar Program.

Benson reviewed the item and purpose stating Dr. Amy Varble contacted the Board members requesting this letter.

Motion #9 by Trustee Puckett, seconded by Trustee Baker, to have Mayor Benson sign the letter of support for the national Healthcare Scholar Program. **Motion carried 4-0.**

STAFF REPORTS

Town Administrator

- March 29 is Intergovernmental Meeting at the SteamPlant in Salida
- CDOT Open House is April 5 at 5PM at the Community Center.
- Lake Placid Rink has arrived – Subcommittee is working on fundraising.
- Colorado Creative Industries approached the Town about a "Detour" music and community engagement series.
- 9 News Health Fair is April 2.
- Concert in Parks series starts soon.
- St. Charles Mesa Agreement was reviewed by Water Advisory Board and an agreement will be seen by the Board later this year.
- Affordable housing work continues.
- CCI wants Town to put name in hat for Colorado Creative District and Board will see a presentation on that in April.
- Town was nominated for Partners in the Award.
- Puckett inquired about the donation discussed several weeks. Madison House presented \$10,000 to the Town to conduct a community garden.

Town Treasurer

- Lacy did not feel that Board needed to see the entire checkbook register. The Board generally agreed. Puckett felt a discussion with the new Treasurer was necessary.

Town Clerk

- Election Ballots were mailed March – Looking for a record turnout and ballots need to be back to Town Hall on or before April 5 at 7PM.

Principal Planner

- Looking to hire Planning Tech by mid-April.
- Love's opened and still need to complete landscaping and top level of asphalt.
- Forest Service Building owners will be in town from Chicago next week.

Airport Manager

- Love's flew in to the Airport on a nice new jet for opening day and will be flying in Quarterly.
- Reach has offered to build a helicopter pad in front of the Mandes Hangar and then allow other agencies to use it and then give it to the Town when they move to permanent facilities.
- Fiber for high speed internet is installed at the airport.
- Appreciation expressed for new fueler truck and when army shows up they will be happy as Airport will now be able to fuel a Chinook in 7 minutes.
- Van Deel found an article on Facebook which listed the Airport as the 8th highest in America.
- Airport fence was burned and will be replaced.
- Community Service workers were being used at Airport and has resulted in a lot of items being done.
- South Korean contract will be on an April agenda.

Motion #10 by Trustee Lacy, seconded by Trustee Puckett, to waive facility rental fees for the Habitat for Humanity's use of the Community Center for its yearly Volunteer Appreciation Dinner on April 22, 2016.

Motion carried 4-0.

TRUSTEE – STAFF INTERACTION 02:59:08

Benson acknowledged that for Keith Baker and Carrie Carey this would be the last full Town Trustee meeting they would be attending.

Puckett reported that the Colorado State Forest Service Salida District highlighted to BV tree planting project.

Benson inquired on the Board's desire to have a breakfast. Lacy thought it best to wait until new Trustees were on Board.

Reitter congratulated Fire Chief Dixon Villers on receipt of a \$6,100 grant award for jaws of life.

EXECUTIVE SESSION 03:01:08

Motion #11 by Trustee Lacy, seconded by Trustee Puckett, to enter into Executive Session at 11:05 PM to hold a conference with the Town's attorney to receive legal advice pursuant to C.R.S. §24-6-402(4)(e).

Motion carried, 4-0.

Executive Session was held from 10:01 PM to 10:42 PM. Those present for Executive Session were Mayor Joel Benson, Trustees Keith Baker, Duff Lacy, David Volpe, Phillip Puckett, Attorney Jeff Parker, Town Administrator Brandy Reitter, Public Works Director Greg Maggard and Dave Kelly. **Motion carried 4-0.**

Motion #12 by Trustee Puckett, seconded by Trustee Lacy to adjourn from Executive Session and reconvene the Regular Meeting. **Motion carried 4-0.**

The Regular Meeting was reconvened at 10:42 PM


ADJOURNMENT

Motion #13 by Trustee Lacy, seconded by Trustee Baker, noting that there being no further business to come before the Board, declared that the meeting be adjourned at 10:44 PM. **Motion carried 4-0.**

Respectfully submitted:



Janell Sciacca, CMC
Town Clerk



Joel Benson, Mayor

